Test Team

NEW LOOK

09072014

Creating Projects

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Introduction

A JIRA Project is created for each IT project where a new system or system changes are under test.

It is be configured according to project requirements, and will allow access to all relevant IT users, business users and third party suppliers to raise, assign, review and/or update a Jira that has been recorded.

To create your own Project:

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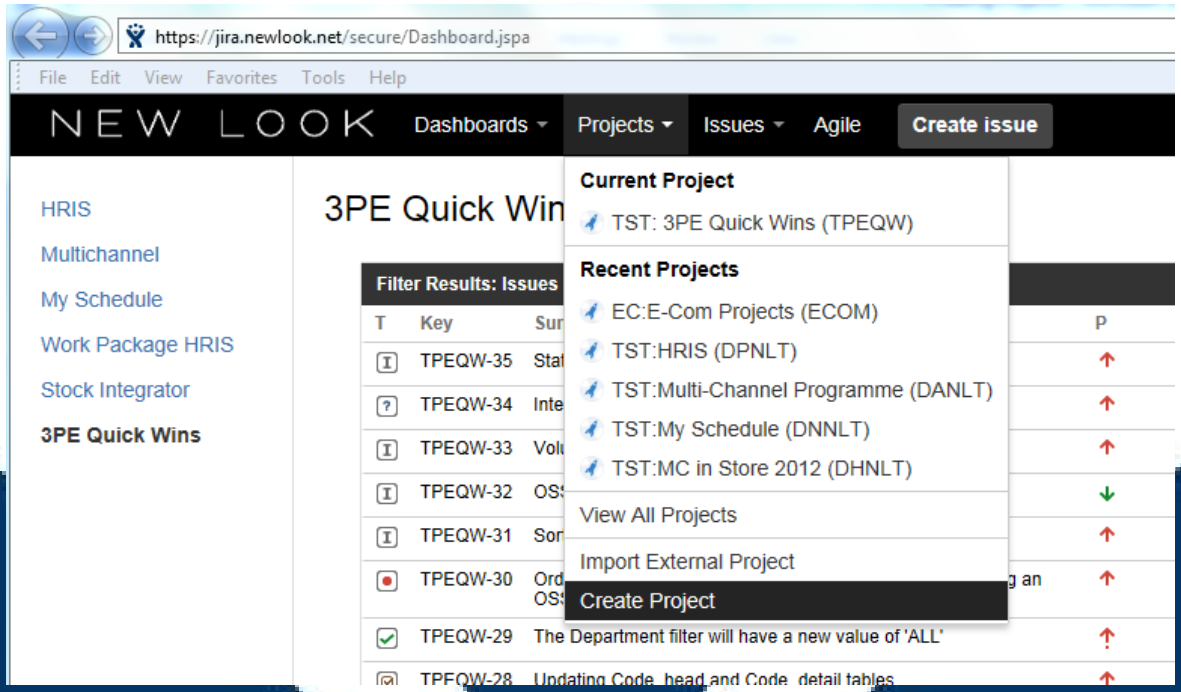
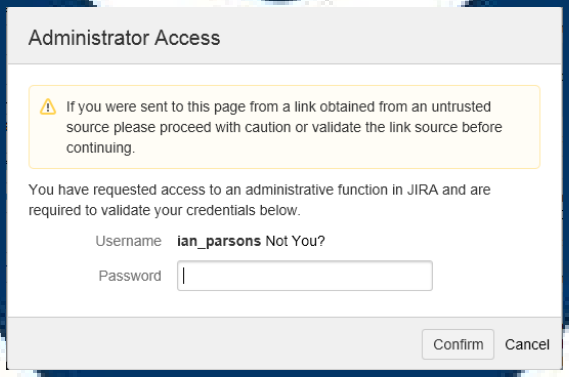
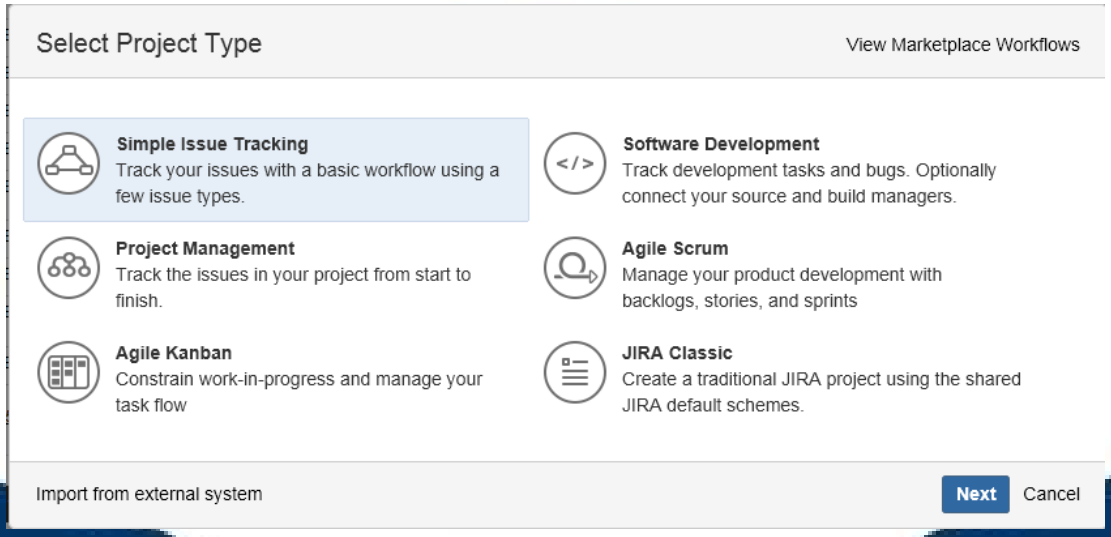
1 From the main menu banner, click the **Projects** menu. Select **Create Project.**



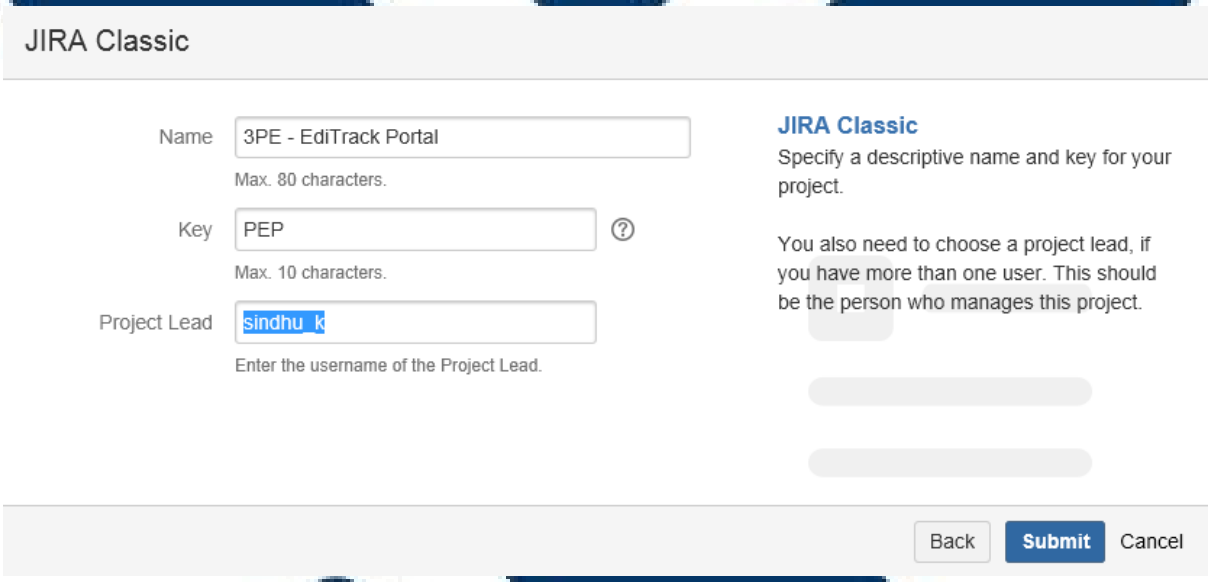
2 As this is an Administrator task, you will be asked to validate your login again by entering your password.


Administrator Access
If you were sent to this page from a link obtained from an untrusted source please proceed with caution or validate the link source before continuing.
You have requested access to an administrative function in JIRA and are required to validate your credentials below.
Username ian_parsons Not You?
Password
Confirm
Cancel

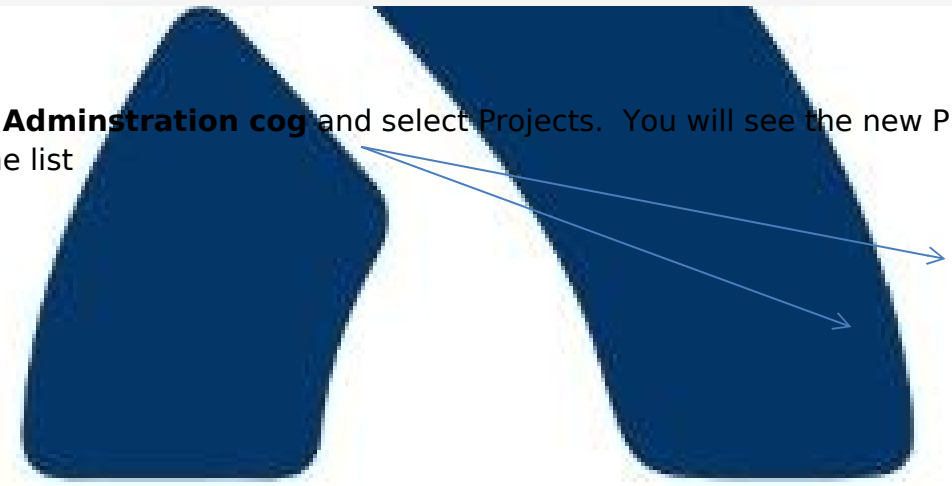
3 Select Project Type screen appears – select **Jira Classic** and click **Next**

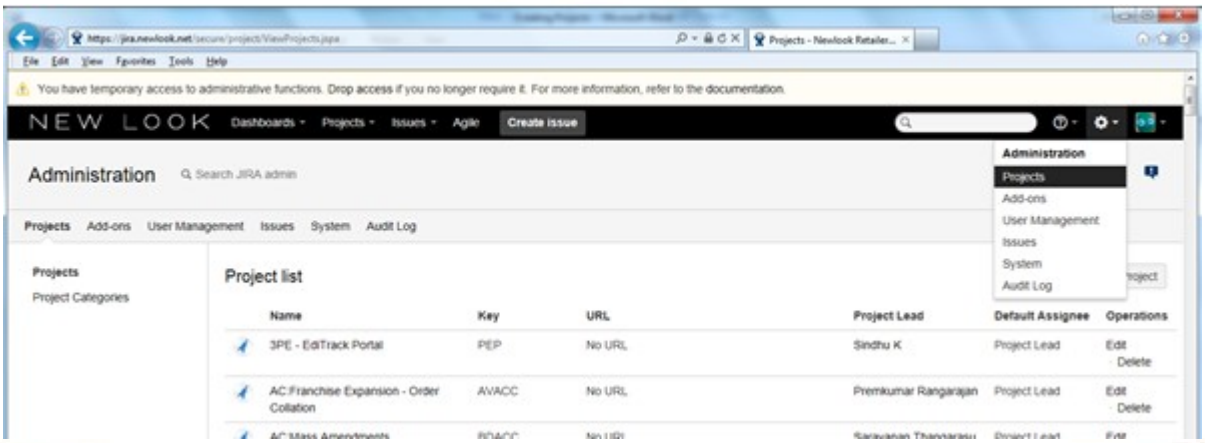

Select Project Type
View Marketplace Workflows
Simple Issue Tracking
Track your issues with a basic workflow using a few issue types.
Software Development
Track development tasks and bugs. Optionally connect your source and build managers.
Project Management
Track the issues in your project from start to finish.
Agile Scrum
Manage your product development with backlogs, stories, and sprints
Agile Kanban
Constrain work-in-progress and manage your task flow
JIRA Classic
Create a traditional JIRA project using the shared JIRA default schemes.
Import from external system
Next
Cancel

4 Enter a **Project Name**. The '**Key**' is completed automatically but can be overridden. The key provides each Jira that is raised with a unique identifier. Enter the name of the **Project Lead** and click **Submit**

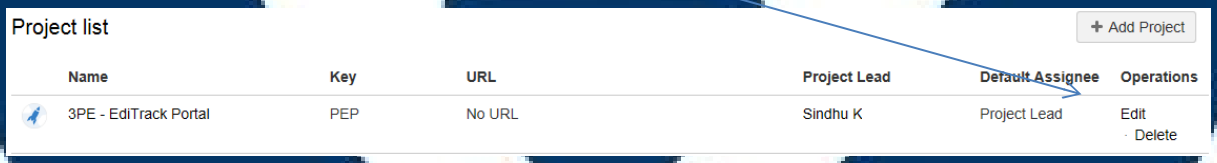


5 Click on **Adminstration cog** and select Projects. You will see the new Project at the top of the list

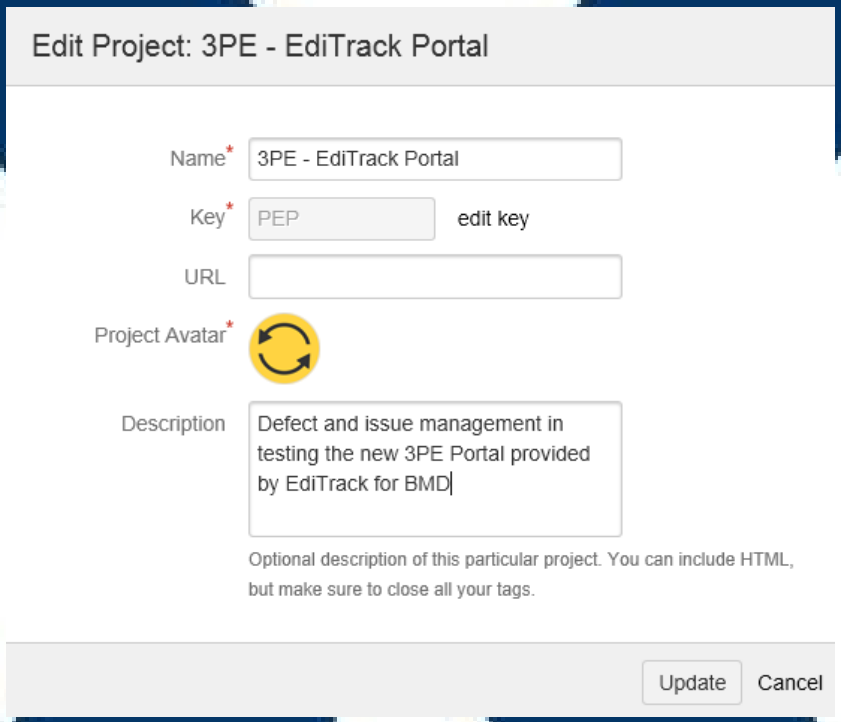




6 Click on **Edit** if any Project details require amending.

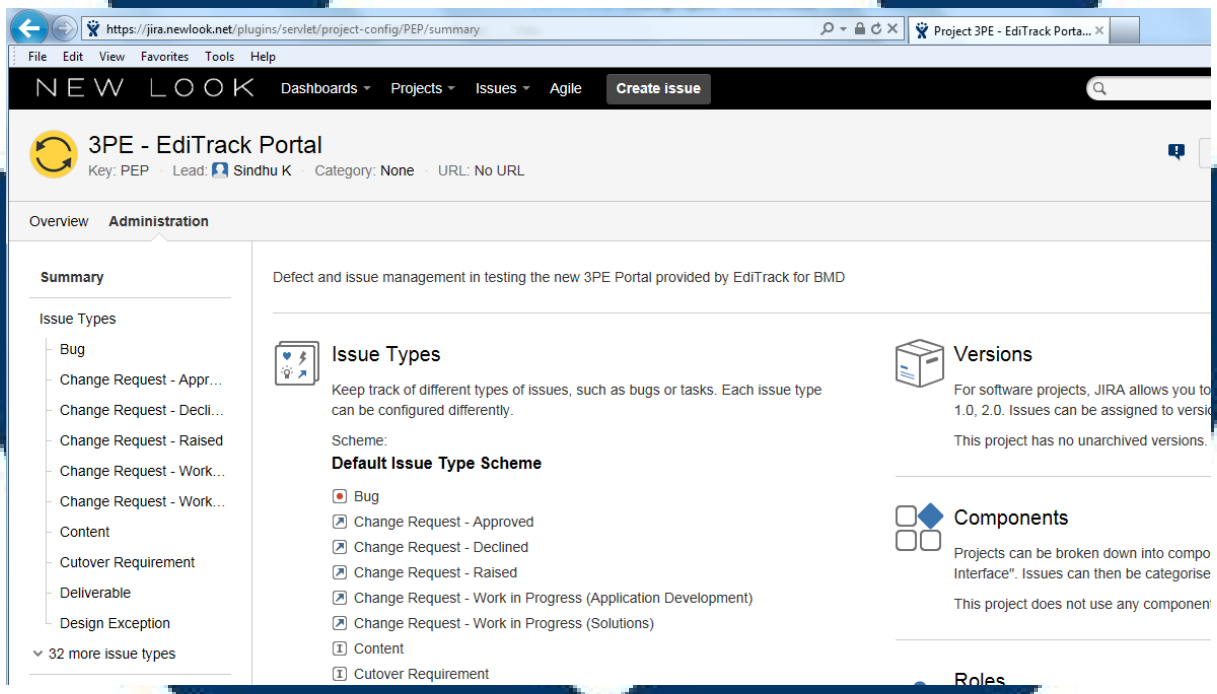


7 Select an avatar and provide a project description. Click **Update**

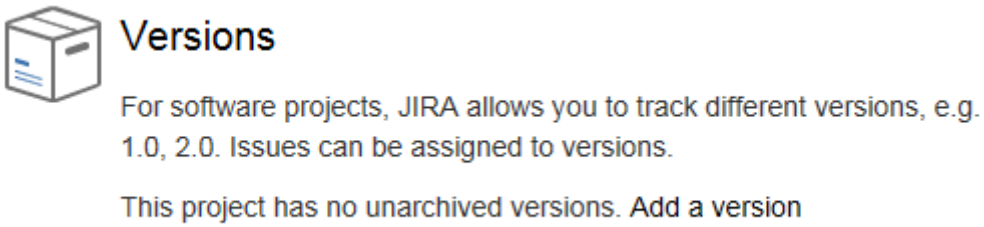

Edit Project: 3PE - EdiTrack Portal
Name*
3PE - EdiTrack Portal
Key*
PEP
edit key
URL
Project Avatar*
Description
Defect and issue management in testing the new 3PE Portal provided by EdiTrack for BMD
Optional description of this particular project. You can include HTML, but make sure to close all your tags.
Update
Cancel

Configure the Project:

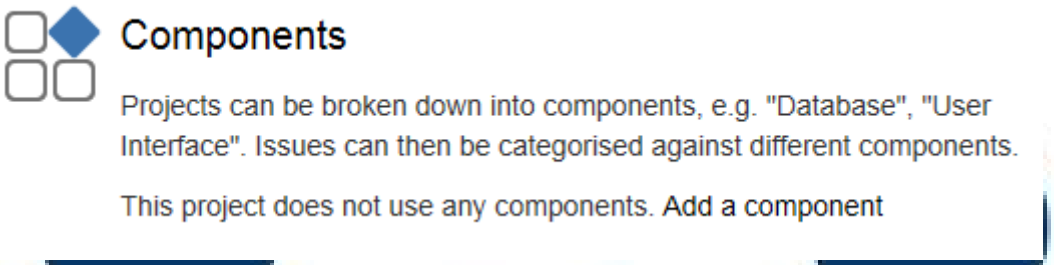
8 Return to the Project List and click on the Project name. Here the project elements can be configured if required. Most of the system defaults should remain but you should create a version numbers and certainly will want to add components. Components can enable clearer reporting in the Dashboard, e.g. in a Pie Chart

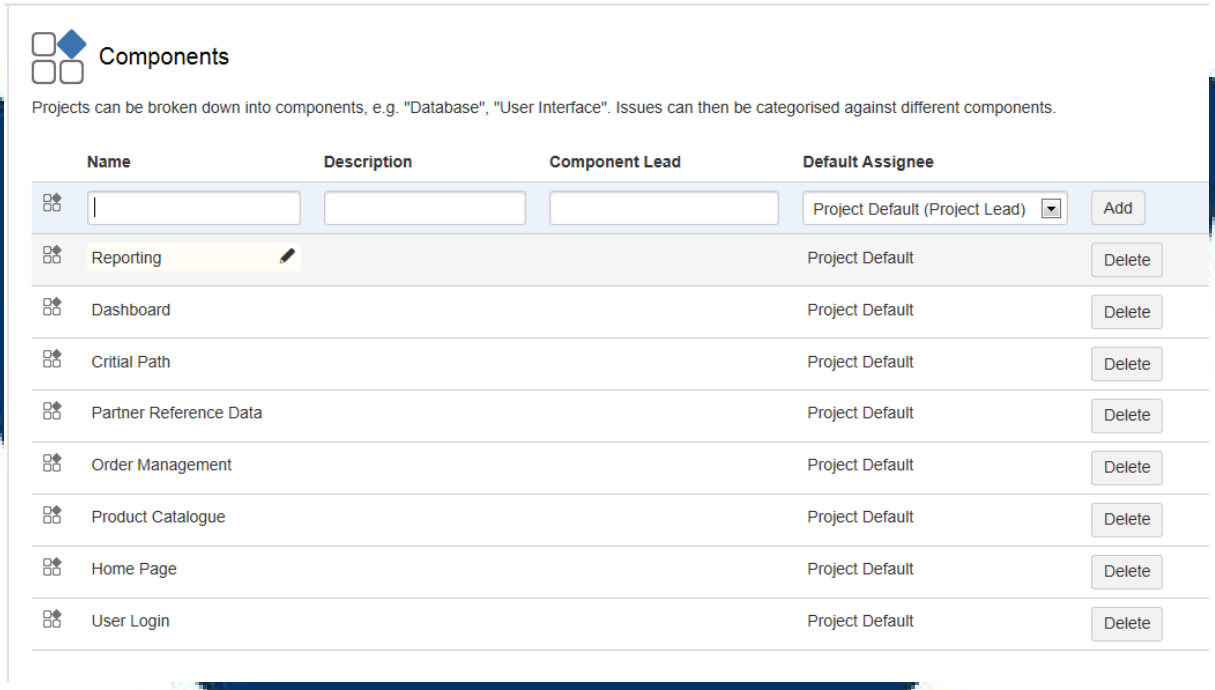

https://jira.newlook.net/plugins/servlet/project-config/PEP/summary
Project 3PE - EdiTrack Porta...
File Edit View Favorites Tools Help
NEW LOOK Dashboards Projects Issues Agile Create issue
3PE - EdiTrack Portal
Key: PEP Lead: Sindhu K Category: None URL: No URL
Overview Administration
Summary
Issue Types
Bug
Change Request - Appr...
Change Request - Decli...
Change Request - Raised
Change Request - Work...
Change Request - Work...
Content
Cutover Requirement
Deliverable
Design Exception
32 more issue types
Defect and issue management in testing the new 3PE Portal provided by EdiTrack for BMD
Issue Types
Keep track of different types of issues, such as bugs or tasks. Each issue type can be configured differently.
Scheme:
Default Issue Type Scheme
Bug
Change Request - Approved
Change Request - Declined
Change Request - Raised
Change Request - Work in Progress (Application Development)
Change Request - Work in Progress (Solutions)
Content
Cutover Requirement
Versions
For software projects, JIRA allows you to
1.0, 2.0. Issues can be assigned to versi
This project has no unarchived versions.
Components
Projects can be broken down into compo
Interface". Issues can then be categorise
This project does not use any componen
Roles

9 Under Version click **Add a version** and enter your data


Versions
For software projects, JIRA allows you to track different versions, e.g. 1.0, 2.0. Issues can be assigned to versions.
This project has no unarchived versions. Add a version

10 Under Components click **Add a component** and enter your data relevant to the components of the system under test – see below for examples.


Components
Projects can be broken down into components, e.g. "Database", "User Interface". Issues can then be categorised against different components.
This project does not use any components. Add a component



Click here for more details on Components - Defining a component.pptx

Add Users or a User Group to the Project:

11 Create / Add a User Group for the Project and then assign the User Group to the Project.

Return to the Project List and click on the Project name. Under Project Roles add individual users or a User group. A User group can be created in User Management by adding a Group and adding Users to the Group as follows -

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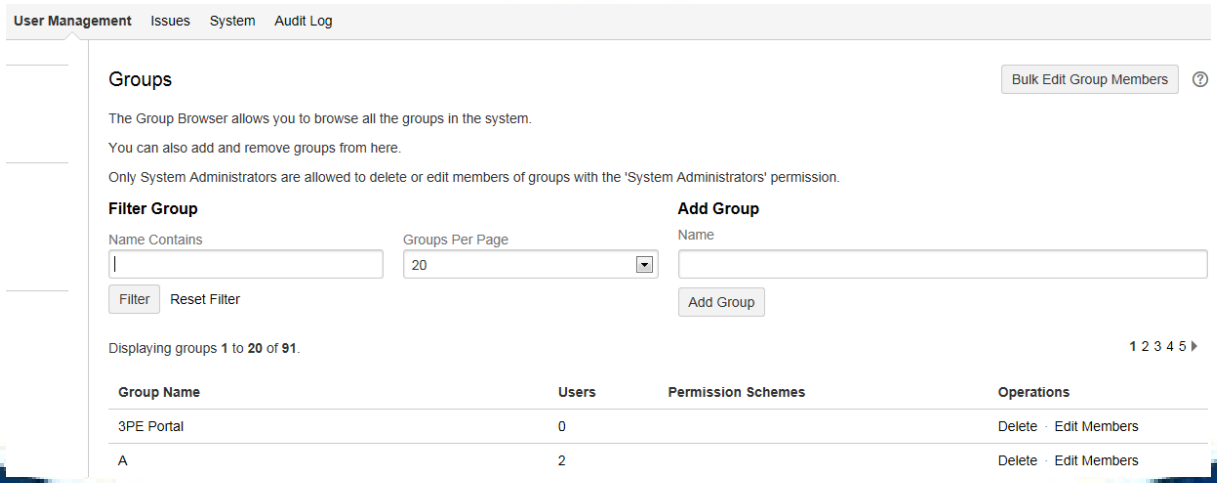

- Add Group
- Edit Members
- Select Users you require to add
- When Group is complete go back in to Edit Project by clicking on Project name and Edit Roles

Finally **Create a Dashboard** for the Project

Please see separate user guide on how to complete this.

IP

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